

## **SUPERVISOR OF DEPARTMENTAL RECORDS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are supervising Departmental Record Clerks in the receiving and processing of departmental records and reports of activities. The incumbent is responsible for training new employees and directly supervises and evaluates the work performance of all Departmental Record Clerks. The incumbent of this class performs routine duties independently, and reports to and has work reviewed by a Police Major who is in charge of the department's administrative functions.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes and directs the activities of the records section of the police department with respect to equipment and personnel. Develops and makes recommendations for new functions when needed. Purchases or recommends the purchase of equipment and supplies.

Directs and supervises the work of subordinates assigned to the Records Section. Inspects the appearance of equipment and personnel and assigns work. Evaluates work performance of subordinates and discusses evaluation with them. Writes employee evaluation reports. Provides technical assistance when needed to employees. Counsels employees who are experiencing work problems. Provides informal or on-the-job training for new employees.

Supervises the processing of departmental records and reports and checks them for completeness, accuracy, and conformity to established procedures. Inspects systems and facilities for maintaining records and reports and sees that these are adequate. Enters routine information in department records. Fills out all forms or records assigned. Reads graphs, charts, manuals, records, reports or related department documents and compiles and organizes data needed for writing reports.

Supervises the typing of letters, forms, memos, statements, formal reports, or any other documents assigned by the supervisor. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests by following departmental procedures or from oral or written directions from

supervisor.

Retrieves information or documents from files. Operates a computer terminal in order to enter or retrieve information from files.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests by visitors to the police department. Supervises the opening of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office.

Accounts for the money and assets of the Records Section. Issues payments from petty cash.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Records Clerk with at least five (5) years in that class immediately preceding the closing date for application to the board.